

TITLE: RED LIGHT CAMERA CLERK

DEPARTMENT: POLICE

STATUS: PART-TIME – NON-EXEMPT

SALARY: \$14.87 - \$23.79 PER HOUR

GENERAL DESCRIPTION:

Advanced clerical work which involves complex and varied work methods in the Police Department. Work is performed under the general supervision of the Senior Staff Assistant.

This is a part time position requiring no more than 20-25 hours per week and may require working a rotation schedule.

ESSENTIAL JOB FUNCTIONS:

- Provides guidance, assistance, and/or interpretation to others regarding Red Light Camera-related procedures and standards for various situations
- Notify any issue involving the Red Light Camera software's capabilities and expectations through effective communication with Police Department IT Administrator
- Manage citizen inquiries and/or disputes regarding Red Light Camera citations as needed
- Provide accurate information and assistance regarding Red Light Camera violations and/or citations, procedures, documentation, fees, other issues, etc.
- Prepare court packets for Red Light Camera violations
- Communicate effectively with a variety of public and private groups as prescribed
- Communicate effectively with supervisor, law enforcement personnel, other City department personnel, and other individuals as needed to coordinate work activities
- Maintain integrity and confidentiality of department and City records
- Maintain standard and definitive operation of state and national databases
- Computer data entry

MINIMUM EDUCATION AND TRAINING:

- High school diploma or GED equivalent
- Two years of records experience in a police department or related experience desirable.
- Must possess and maintain a valid Florida driver's license, or ability to obtain one within 30 days

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED:

Skill Requirements:

- Excellent customer service skills and strong interpersonal skills
- Possess a clear, professional, and informative communication style
- Able to exercise judgement, decisiveness and creativity in situations involving a variety of generally pre-defined duties often characterized by frequent change
- Knowledge of the structure, functions, and the inter-relationships of state and local law enforcement agencies
- Sufficient knowledge of other City departments to communicate with their representatives as necessary in carrying out duties and responsibilities
- Capable of operating a variety of equipment including computer, printer, scanner, copier, fax machine, calculator, and postage machine
- Strong computer skills and high proficiency with Microsoft Office including Outlook, Word, and Excel
- Takes initiative to complete the duties of the position without the need of direct supervision
- Able to use independent judgment in performing routine tasks
- Able to plan, organize and prioritize daily assignments and work activities; balance multiple tasks and tight deadlines
- Able to work effectively despite interruptions
- Able to learn and utilize new skills and information to improve job performance and efficiency
- Skill in working under stressful conditions, as required
- Able to react calmly and quickly in emergency situations

- Capable of conducting oneself with composure, resilience, and flexibility while engaging with various personalities and/or with Red Light Camera violation/citation disputes
- Skill in applying a responsible attention to detail as necessary in the performance of daily activities, preparing reports and correspondence

Physical Requirements:

While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach, stoop kneel to install computer equipment

- Specific vision abilities required by this job include close vision requirements due to computer work
- Light to moderate lifting is required
- Regular, predictable attendance is required; including quarter-driven hours as schedule demands dictate

Work Environment:

The work environment characteristics described here are representative of those a member of PD office personnel encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate noise (i.e. business office with computers, phone, and printers, light traffic)
- Ability to work in a confined area
- Ability to sit at a computer terminal for an extended period